

Griffin Oaks Neighborhood Common and Open Space Maintenance Association (GOMA)

P.O. Box 5345, Central Point, OR 97502

Web: www.griffinoaks.org

Email: board@griffinoaks.org

Minutes from April 24, 2018

Board Members:

Matthew White - President

Herb Farber - Member

Pam Olsen - Treasurer

Tanea Browning - Member

Jim Huefner - Secretary

Cathy Richardson - Member

Chuck Stamps – Landscape Committee

1. Opening:

The Quarterly Meeting of the **Griffin Oaks Neighborhood Common and Open Space Maintenance Association (GOMA)** was called to order by Tanea Browning.

Board Members Present: Tanea Browning, Pam Olsen, Cathy Richardson, and Jim Huefner.

Non-Board Members Present: Dan Morley, Tanua Morley, Marilyn Huefner, and Julie Freeman.

2. Previous Minutes Reviewed:

The minutes of the prior meeting were reviewed and approved by members of the Board.

3. Treasurer's Report:

The Treasurer reported we have filed a lien against one property, whose owner owes the HOA more than \$1,000. The Treasurer distributed year to date Profit & Loss and Summary Balance Sheet statements. The two CDs previously approved by the Board have been purchased, and the combined year to date interest income on these two CDs is nearly \$60. The two CDs are NOT listed separately on the Summary Balance Sheet, but are combined in the Checking/Savings account.

The Board discussed some accounting procedures to reduce the liability of the HOA and the Treasurer as well as reduce costs to the HOA and the time required of Board members to perform the tasks associated with invoicing and receiving payments. Jim Huefner suggested the Board consider emailing the quarterly invoices to the owner or his/her representative. For those owners without email access, we would continue to mail a hard copy of the invoice. We also discussed three new payment options:

1. The owners could write a check to Griffin Oaks Neighborhood Common and Open Space Maintenance Association (or as much of that name as can fit in the space provided, but NOT GOMA, which the bank would probably NOT tie to our account), annotate on their check the GOMA account number, 974283475 and mail the check to Umpqua Bank, PO Box 1820, Roseburg, OR 97470-9972, not to our PO box. Umpqua Bank will deposit the check into our account at no charge.

2. The owners could arrange with their financial institution for them to prepare a check payable to Griffin Oaks Neighborhood Common and Open Space Maintenance Association (or as much of that name as can fit in the space provided, but NOT GOMA, which the bank would probably NOT tie to our account), annotate on their check the GOMA account number, 974283475 and mail the check to Umpqua Bank, PO Box 1820, Roseburg, OR 97470-9972, not to our PO box. Umpqua Bank will deposit the check into our account at no charge.
3. The owners could authorize Umpqua Bank to automatically deduct at the start of each quarter the amount of the dues from the owners' account and deposit that amount into our account. For that service, Umpqua Bank will charge our account \$1.25 per transaction.

The Board decided to test these options by having members of the Board select one of the options to pay the July 1 dues. Jim Huefner will verify with the bank their ability to do each of these options, confirm the bank address and the GOMA account number and notify members if these are options Umpqua Bank can support. The Treasurer will compare her effort to identify the payee using these options to the current system of the Treasurer receiving the checks.

Tanea Browning suggested at some future time the Board may want to consider having a bookkeeping service assist with the accounting. After implementing new invoicing and payment procedures and the landscape contractor repairing the sprinkler system we can consider that suggestion.

Jim Huefner reported on his review of the financial records for 2017, stressing the importance of posting transactions to the correct accounting period, making timely deposits and having all payments to members of the Board approved by a member of the Board who is NOT receiving the payment.

The Board approved the following members of the Board as authorized signers on the GOMA account: Matthew White, Tanea Browning, Pam Olsen and Jim Huefner. Each of these people will need to stop by the Umpqua Bank, 1780 East Pine, Central Point, 97502 to sign the signature card.

4. Landscape Report:

Dan Morley reported Affordable Lawn Care is cutting the grass every Wednesday. He noted the grass is being kept longer than last year to try to reduce the weeds in the grass. He also mentioned several sprinkler problems being checked by Affordable Lawn Care. All things considered, he is quite pleased with the work of the new landscape contractor.

5. Technology and Design Review Committee

Discussion of these two items was postponed due to the absence of Matthew White and Chuck Stamps.

6. New Business/Comments from members:

Julie Freeman said Affordable Lawn Care has not removed the dead leaves, etc. in her yard this spring..

Jim Huefner suggested the quarterly newsletter be emailed to each occupant (and owner if so desired and the owner is not the occupant) to reduce costs. No decision was made regarding this suggestion.

7. Next Board Meeting:

The next Board meeting will be 7 August 2018 at 6:00 pm at Twin Creeks Retirement Center. The next Newsletter and invoice stuffing party will be 25 June at 7:00 pm at the home of Pam Olsen.

9. Adjournment:

Tanea Browning adjourned the meeting at 7:00.

Secretary, Jim Huefner

Date